

NOTICE OF TEMPORARY POSITION VACANCY

**UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS**

POSITION TITLE: Student Intern, Laboratory Technician

DUTY STATION: Chicago, IL

COMPENSATION: Grade: CL 22
Salary Range: \$21,764 to \$35,423
(Actual starting salary dependant upon qualifications)

CLOSING DATE: July 11, 2003

POSITION OVERVIEW:

This temporary position is located in the Pretrial Services Office. Appointment will be limited to a 17 week tour of duty commencing upon July 21, 2003 and not to exceed November 14, 2003. The Student Intern provides technical support to the Pretrial Services Officers in the area of drug testing by performing duties typical of a laboratory technician. These duties will be performed according to established policy and procedure under the guidance and direction of a supervisor. The incumbent is responsible for the operation, integrity and efficiency of the office's on-site substance abuse testing program, laboratory and the maintenance of related records.

REPRESENTATIVE DUTIES:

- Responsible for the maintenance of the office's urinalysis equipment, including oversight of supplies, calibration of testing equipment, and technical assistance on matters relating to testing procedures and monthly maintenance on EMIT machine.
- Performs chemical analysis for detection of controlled substances and oversees the daily operation of the office laboratory providing test results to Pretrial Services Officers and Contractors.
- Performs initial confirmation procedures on positive specimens as required. Sends positive specimens to national contract laboratory for confirmation, as instructed.
- Enters and manages data on computer program systems for purposes of updating result information, insuring chain of custody requirements, and extracting customized reports.
- Insures daily receipt of all acquired specimens from treatment facilities.
- Prepares statistical reports on urinalysis program including demographics on client population.
- Assists in maintaining the security of the urinalysis laboratory.

- Assists in maintaining logs of all urine specimens received in lab for testing and proper storage of all Chain of Custody forms.

TRAINING:

On the job training will be provided in order to learn how to use various types of drug testing equipment (test cup, hand-held devices, EMIT, etc.) During the training process, the incumbent will develop thorough knowledge of drug testing procedures including, documentation of specimen results, safety precautions, and quality control. After the training period, certification will be required as established by the Administrative Office and the equipment manufacturer.

MINIMUM QUALIFICATIONS REQUIRED:

To qualify for the position at a CL 22 salary, the applicant must have a high school diploma or equivalent. For placement at salary levels above minimum up to and including step 25 (considering any court-preferred skills and an evaluation of the quality of any general experience), one or more years of general experience.

General office experience should include progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Other qualifications:

- (1) Laboratory experience is desirable, but not required
- (2) Unquestioned integrity and exemplary character
- (3) Ability to maintain confidentiality

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

NOTICE TO APPLICANTS

Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal history check before an employment offer is made. All new employees are subject to a one year probationary period from the date of hire. Direct deposit is required for payment of compensation for employees. The courthouse is a smoke-free environment.

BENEFITS:

This position is temporary and therefore not entitled to all benefits normally available to employees in a full time position. Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the

Judicial Branch and in this temporary position the incumbent will be entitled to most of the same benefits as other federal government employees. Applicable benefits are:

- A minimum of 10 paid holidays per year.

TO APPLY: Application must be made on government application form OF612. You must also complete the addendum form available from our office. You may request an application in person, by mail, or by telephone from the Pretrial Services Office at the address/telephone number below

U.S. Pretrial Services Office
219 S. Dearborn Street
Suite 15100
Chicago, IL 60604-1706

(312) 408 - 7771 (Job Information Line)

Return the completed application to the same address, Attention: Chief Pretrial Services Officer.

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